



State of Arizona  
Department of Education

Jaime Molera  
Superintendent of  
Public Instruction

TO: All Elementary and Unified District Superintendents, Charter Holders, District Test Coordinators,  
and Charter School Directors Serving K-8 Students

FROM: Paul S. Young, Ed.D., Education Program Administrator

SUBJECT: Grades 3, 5, and 8 Spanish Language Student Guides

Date: December 5, 2001

Using the enclosed form, districts and charter schools may order enough copies of the grade 3, 5, and 8 Spanish Language Student Guide to AIMS, as needed, for distribution to administrators, teachers, parents, students, or other interested persons. The High School Student Guide to AIMS is not available in the Spanish language. Spanish Language Guides are provided as a courtesy to Spanish literate individuals, since AIMS will not be administered at any grade level in any language other than English.

Districts will receive the guides, packaged by school, at their district location, if the attached form is completed with the site information provided; or districts may request a bulk shipment of enough materials to supply the needs of all schools by indicating a single total for grade 3, grade 5, and grade 8 on the order form. Guides requested by charter schools will be sent directly to the school site.

Please send your order to the address below. We would appreciate receiving the information by December 21, 2001 so we can produce the number of guides needed and deliver them in a timely manner.

If you have questions, contact Paul Young at 602-542-5450 or by e-mail at [pyoung@ade.az.gov](mailto:pyoung@ade.az.gov).

Paul S. Young, Ed.D.  
Arizona Department of Education  
1535 W. Jefferson, Bin 6  
Phoenix, AZ 85007

enclosure

# Grades 3, 5, and 8 Spanish Language Student Guide Order Form

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\*The Entity ID and Building ID numbers can be found at <http://www.ade.state.az.us/edd/>. Click on “Name” and enter the name of the district or charter holder. The number that appears in the upper right corner ((Entity No.) is the Entity ID for the district. Go the bottom of the page to open an individual school. The number that appears in the upper right corner (Entity No.) is the Building ID number. To obtain your ID numbers, you may also call Paul Young at 602-542-5031.

**\*\*Please use the complete name of the school, i.e., use David C. Lincoln Elementary, not Lincoln Elementary.**

NOTE: Charter schools will receive materials at their site locations, so materials must be ordered by school site. Districts have two options: Ordering by school site OR ordering by district. Materials ordered by site will be packaged by school and shipped to the district. Materials ordered by district will be bulk-shipped to the district with distribution to be determined by the district.

Return to: Paul Young, Arizona Department of Education, 1535 W. Jefferson, Bin 6, Phoenix, AZ 85007. (Fax: 602-542-5467)